



HERITAGE TORONTO MINUTES

The meeting of the Heritage Toronto Board was held on Wednesday November 25, 2015, St. Lawrence Hall, 157 King St. E., 3rd floor, east meeting room

PRESENT:	Kate Marshall, Chair	John Belyea	Peter Berton
	Lisa Brown	Abena Buahene	Jeffrey Clayman
	Ross Fair	Tyler Greenleaf	Andrew Himel
	Kadi Kaljuste	Louis Kan	Sean Kheraj
	Paul Litt	Donald Loucks	Richard Moorhouse
	Brent Pearlman	Jennifer Roy	Ellen Scheinberg
	Linda Strachan	Karen Whaley	
REGRETS:	Allan Penning	Kevin Plummer	Councillor Sarah Doucette
	Councillor Paula Fletcher	Councillor Mary Fragedakis	Councillor Mike Layton

ALSO PRESENT:

- Francisco Alvarez, Executive Director
- Karen Czaniecki, Administrator
- Stacey Rodas, Director of Marketing
- Kaitlin Wainwright, Director of Programs
- Candice McCavitt, Plaques and Markers Coordinator
- Nancy Luno, Programs and Special Events Coordinator

Kate Marshall called the meeting to order at 6:02 pm.

CONFLICT OF INTEREST

No conflict of interest was declared for the November 25, 2015 meeting.

CONFIRMATION OF MINUTES

HT15-33

ADOPTION OF MINUTES

Ross Fair **moved, seconded by** Andrew Himel that the minutes of the meeting of the Board of Heritage Toronto on September 30, 2015 be adopted as circulated.

(carried)

CHAIR'S REPORT

1.1 Chair's remarks

Kate Marshall thanked everyone for the great turnout to Board meetings and to the half day Retreat. Ms Marshall also thanked those who had renewed memberships and have already donated for the annual drive. The Executive Committee have met recently and started the annual evaluation process for the Executive Director.

The verbal report was received for information and discussion.

COMMITTEE AND STAFF REPORTS

2 Executive Committee

2.1 Approval of Executive Committee

Ms Marshall presented the slate for the Executive Committee. The Board is required to approve the full Executive Committee early in their new term.

HT15-34 APPROVAL OF THE EXECUTIVE COMMITTEE

Linda Strachan **moved, seconded by** Andrew Himel that the Heritage Toronto Board elect the following officers of the Executive Committee, effective on November 25, 2015:

- Kate Marshall, Chair
- Richard Moorhouse, Vice Chair
- John Belyea, Chair, Audit and Finance Committee
- Tyler Greenleaf, Member-at-Large

(carried)

2.2 Toronto Public Service By-law Policies

Ms Marshall asked Francisco Alvarez to review the policies. Mr. Alvarez said the City of Toronto's new Public Service Bylaw required all City departments and agencies to approve a consistent set of policies and procedures. Mr. Alvarez has worked with staff in the City's policy department since April. They have provided templates for most of the bylaws. They also reviewed the Standard Terms of Employment document which was developed for Heritage Toronto staff based on City policies and was approved by the Board in 2013. They suggested a few amendments to that document which have been made. Mr. Alvarez briefly reviewed each of the policies and procedures prior to approval.

HT15-35 APPROVAL OF TORONTO PUBLIC SERVICE BYLAW POLICIES AND PROCEDURES

Richard Moorhouse **moved, seconded by** Jeff Clayman that the Heritage Toronto Board approve the following Public Service Bylaw Policies:

- Conflict of Interest Provision
- Disclosure of Wrongdoing Provisions
- Employee Policies 2015
- Employment of Relatives Policy
- Occupational Health and Safety Policy
- Political Activity Provisions
- Reporting Procedures
- Workplace Harassment Policy
- Workplace Violence Policy

(carried)

2.3 Strategic Plan

Richard Moorhouse thanked everyone who participated in the Board retreat. The HT Strategic Planning Team, Jeff Clayman, Francisco Alvarez and Mr. Moorhouse worked with the Executive Committee and have brought to the Board a draft plan to commence in 2016 and be implemented over 3 - 5 years.

The draft was presented and reviewed in detail with the Board. It included a reworded mandate and vision.

The Strategic Plan has three parts: a Priority Statement, three Strategic Directions, and three Strategic Objectives for each Direction. Revisions were suggested for each of the sections.

Mr. Moorhouse thanked the Board for their input. The Committee will consider the discussion and present a revised strategic plan at the January meeting of the Board.

3 Executive Director**3.1 Heritage Toronto Board Meeting Dates 2016**

Francisco Alvarez presented a report recommending the Board meeting dates for 2016. At this time there is a review of Heritage Toronto's Relationship Framework with the City. Because of the amount of Committee work and decision making that occurs between Board meetings, Mr. Alvarez is recommending that the Board move from a minimum of six meetings per year to five next year (2016) and four in 2017. Moving to five meetings next year will be a good test, and additional meetings can be called if required.

HT15-36 HERITAGE TORONTO BOARD MEETING DATES, 2016

Kadi Kaljuste **moved, seconded by** Peter Berton that the Heritage Toronto Board approve the following meeting dates for 2016:

- Wed. January 20, 2016, 6 pm

- Wed. March 9, 2016, 6 pm
- Wed. June 15, 2016, 6 pm
- Wed. September 14, 2016, 6 pm
- Wed. December 7, 2016, 6 pm.

All Board meeting will be at St. Lawrence Hall., 3rd floor, east meeting room, unless otherwise informed.

(carried)

3.2 Report on Activities

Francisco Alvarez presented the Executive Director's report on activities. Mr. Alvarez highlighted his participation in the St. Lawrence Market Precinct strategic planning meetings. He has been informed that the Old City Hall leases have been renewed until 2021. This extends the timeline for the St. Lawrence redevelopment and secures the Heritage Toronto office location at St. Lawrence Hall for some time. Mr. Alvarez noted that the annual campaign is underway and the 2015 Annual Report is now available online. This report was received for information and discussion.

4 Audit and Finance Committee

4.1 Minutes from Finance Committee meeting, September 21, 2015

Mr. Belyea presented the minutes from the Finance Committee meeting on September 21, 2015. The minutes were received for information and discussion.

4.2 Heritage Toronto Financial Statements to October 31, 2015

Mr. Belyea, Chair, Audit and Finance Committee reviewed the Financial Statements year to date to October (10 months) in detail, comparing them to the budget figures and to last year's year to date. The financial statements were received for information and discussion.

4.3 Approval of 2016 Budget

Mr. Belyea reviewed the budget document which compared the 2015 approved budget with expected 2015 year-end figures and the 2016 budget.

Mr. Alvarez spoke about the strategy around sponsorships for the Heritage Toronto awards. Next year organizations who have sponsored Heritage Toronto for a number of programs will be approached with one consolidated ask at the beginning of the year.

Mr. Belyea noted that expenses in all areas (tours, awards, general office) were strictly controlled in 2015 with good results.

New program revenue was discussed and the change to the City of Toronto grant for next year.

2016 Budget.

Mr. Belyea said that the Committee has tried to be quite conservative with budget projections for 2016. We are looking at tiered sponsorship for the Tours program and quality over quantity in tours and have a high degree of confidence in sponsorship levels that have already taken place. In new programs some assumptions have been made for grants and sponsorships. These are expected to be confirmed early in the New Year.

A website update has been secured for the Toronto Legacy plaques. Discussion are also occurring with two potential sponsors for a complete overhaul to the website. Those updates will only go ahead if funding is obtained.

The Board also discussed proposed changes for the Heritage Toronto Awards and Kilbourn Lecture and a new lecture series – a "heritage primer".

Overall we are looking at a greater capacity for Heritage Toronto with our marketing and fundraising potentials.

We will be in a better position now to grown the organization.

The report was presented for discussion and approval.

HT15-37 APPROVAL OF HERITAGE TORONTO'S 2016 BUDGET

John Belyea **moved, seconded** by Brent Pearlman, that the Heritage Toronto Board approve the 2016 Budget as presented.

(carried)

5 Fund Development Committee

5.1 Minutes from the Fund Development Committee meeting, November 9, 2015

Mr. Greenleaf, Chair, Fund Development Committee presented the minutes from the November 9th meeting of the Fund Development Committee.

The minutes were received for information.

6 Programming Committee

6.1 Minutes from the Program Committee Meeting, June 16, 2015.

Mr. Himel presented the minutes from the June 16th meeting of the Program Committee.

The minutes were received for information.

7 Marketing/Communications (MarComm)

The MarComm Committee was planning two data presentations: 2015 Tours and 2015 Awards. Due to time constraints the Board agreed to postpone these reports to the January meeting.

It was requested and agreed that they be first on the agenda in January.

8 Plaques and Markers Committee

8.1 Report on the Selection of Six Commemorative Plaques

Ross Fair, Chair of the Plaques and Markers Committee presented a report recommending six new commemorative plaques and detailed staff reports for each project for discussion and approval.

HT15-38 APPROVAL OF SIX COMMEMORATIVE PLAQUES

Donald Loucks **moved, seconded by** Andrew Himel that the Heritage Toronto Board approve the following six commemorative plaque projects:

- 10 Scrivener Drive (North Toronto Station)
- English's Boathouse
- Palais Royal
- 412 Jarvis
- Golden Lion
- Toronto Immigrant Sheds

(carried)

8.2 Report on the Maintenance Fund

Dr. Fair presented three potential funding strategies proposed by the Plaques and Markers Committee for replacing damaged, illegible or missing former Toronto Historical Board (THB) plaques. Dr. Fair said that the former THB plaques are in prominent locations and still identified with Heritage Toronto by the public. The proposed funding strategies were discussed. The Board provided some feedback which will be taken back to the Committee for consideration. The Committee will present a revised proposal in the new year.

8.3 Report on the Century House Plaque Pilot

Dr. Fair referred to the report on the highly successful Century House program. He also advised the Board that the the promotion for Century Houses hit the buyers guide recently and has resulted in five additional plaques to date with more expected before year-end.

9 Conservation and Education Committee

Paul Litt, Chair of the Consevation Committee stated that Mr. Alvarez had touched on the "heritage primer" lecture series that is being proposed for 2016. Mr. Litt has spoken with Mark Warrack, former Heritage Toronto Board member and Manager of Culture and Heritage Planning in the City of Mississauga, who has agreed to participate in planning the lectures. The next meeting is November 30th.

The verbal report was received for information and discussion.

OTHER BUSINESS

No other business was presented

ADJOURNMENT

The meeting was adjourned at 8:06 pm.

Catherine (Kate) Marshall, Chair
KC/